

Classroom Assistant/Outreach Coordinator

Full-time, LISC Americorps position (40+ hours per week)

Application Deadline: September 9th, 2016



Momentum is a community-based employment readiness and life skills development program that connects unemployed and underemployed individuals with employment opportunities through classroom training, life-coaching and networking with local agencies and business partners. Momentum is specifically designed to assist marginalized people with significant barriers to success in overcoming these barriers to gain self-sufficiency.

Our Momentum team is looking for a resourceful, driven and competent self-starter who is willing to embrace difficult people, engage with their issues and empower them to succeed. As a Classroom Assistant, you will be responsible to assist the Classroom Coordinator with the Momentum Classroom by utilizing your people, communication and administrative skills to foster a supportive environment that encourages positive growth.

Responsibilities:

- Assist with the Momentum Classroom; handling opening and closing of each class.
- Assist with employment readiness and life skills classes
- Act as a case manager for program participants; maintaining personnel files and case notes.
- Operate as an advocate and referral source to meet participant's needs.
- Assist with the disbursement of supportive services.
- Assist with the Momentum Computer Room; ensuring that all computer are operational and updated.

What we are looking for:

- A belief that everyone wants to succeed and that everyone deserves another chance to do so.
- A belief that people can change and that true relationship is the basis for empowering that change in others.
- A compassion and positivity that is energized by helping others transform their lives.
- An unwavering commitment to excellence and a drive and initiative to get things done.
- A belief in the value of diversity and equity in all systemic levels of our world.

Qualifications:

- Excellent interpersonal, organizational, time management, leadership and development skills
- Strong communication skills; both written and verbal utilizing proper English and grammar.
- Must possess a strong drive and initiative and thrive in a fast-paced, open and collaborative environment
- Ability to work effectively one-on-one, as well as facilitate group presentations and discussions
- Must be responsible and have good follow through
- Must possess a valid Driver's License and have a reliable vehicle
- Proficient in MS Office including Word and Excel and Google products
- Work experience in human services, human resources, or related field preferred.

Join what is becoming one of the premiere Employment Training programs in the Nation and learn from a group of volunteers and staff that is striving to serve their community by providing the best services possible. This is a LISC Americorps position. Please go to their website at programs.lisc.org/michigan/community_programs/amicorps.php

To apply, please submit resume and cover letter attention to: The Director of Momentum at info@uainc.org